

## **JOB ANNOUNCEMENT**

**POSITION:** Legal Secretary I  
**HIRING RANGE:** 34 -37/\$13.28 - \$14.42  
**LOCATION:** Guardian ad Litem Office - Third District, Salt Lake City  
**TYPE OF POSITION:** Full-time, with benefits  
**CLOSING DATE:** April 2, 2009 at 5:00 p.m.

**DIRECT APPLICATIONS TO:**

**Margo Skeem, Office Manager  
Office of Guardian ad Litem and CASA  
PO Box 140403  
Salt Lake City, Utah 84114-0403  
(801) 578-3978**

**TYPICAL DUTIES:** Under general supervision of an Attorney Guardian ad Litem and Office Manager, performs legal secretarial duties which may include:

- Typing initial drafts of legal opinions, editing final drafts of legal opinions with strict attention to writing syntax and mechanics and to format and citation conventions, and distributing opinions to law publishers.
- Transcribing motions, petitions, and correspondence.
- Composing routine correspondence, maintaining files and case\_records, tracking pending cases, ensuring compliance with internal operating procedures
- Handling all telephone communications and maintaining a filing system as well as researching and retrieving legal references.
- Performing related duties as assigned.

**MINIMUM QUALIFICATIONS:** Graduation from high school or equivalent and four years of related experience as a legal secretary, or any equivalent combination of education and experience. Typing at 75 wpm, must be WordPerfect, Word and Excel literate. The successful candidate will possess working knowledge of legal terminology, legal document formatting, and some knowledge of legal research procedures.

**APPLICATION AND OTHER INFORMATION:** Applications may be obtained at the Administrative Office of the Courts, 450 So. State, SLC, the Dept. of Workforce Services, or may be downloaded off the Internet at [www.utcourts.gov](http://www.utcourts.gov) Applications should include a resume.

*The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting unlawful discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA.*